

# Rental Application

*Every person has the right to fill out an application.*



## Before you begin:

### APPLICATIONS MUST BE COMPLETED IN FULL

Each adult (18 years or older) must complete an application and submit a \*\$50 non-refundable application fee in certified funds (cashier's check or money order only; no cash or personal checks) to our leasing office located at 1302 S Shields St., Suite A1-4, Fort Collins, CO 80521.

\*Cost screening company charges for each application: \$26.00 \*Cost My House, Inc. charges for average admin time for employees to collect, conduct and thoroughly review each application: \$24.00

IF YOU HAVE NOT TOURED THE HOME, please contact our leasing office. A showing is required prior to this application being accepted (excluding co-signers).

Additionally, this application does not hold the rental property for you, nor does it guarantee availability. We will need ALL completed applications in your group and applications fees before we will process applications. Pricing and availability subject to change. Please contact our leasing office with any questions.

Co-signers are recommended for all full-time students and may substitute for employment/rental history or applicant without a SS#.

Landlord does not consider any rental history or credit history beyond 7 years immediately preceding the date of the application. (Updated 8/2/19)

Landlord does not consider an arrest record of a prospective tenant from any time or any conviction of a prospective tenant that occurred more than 5 years before the date of the application; except Landlord may consider any criminal conviction record or deferred judgment relating to certain criminal offenses involving methamphetamine, any offense that required the prospective tenant to register as a sex offender, any offense that is classified as a homicide, or stalking. (Updated 8/2/19)

Not all properties allow pets; pets over the age of one are allowed on a case by case basis.

Assignment application processing may take 1-2 weeks.

A sample lease can be found on our website [www.myfortcollinshome.com](http://www.myfortcollinshome.com)

Fort Collins Properties - Please be advised My House only accepts three applicants and or applications per household, unless it is a legal extra occupancy permitted home. Occupancy in a residential dwelling unit (single-family, duplex, and multifamily) is restricted to one family as defined by The City of Fort Collins, and not more than one additional person. ([www.fcgov.com/neighborhoodservices/occupancy](http://www.fcgov.com/neighborhoodservices/occupancy))

